



*THE 2003
STATE EMPLOYEES' FOOD DRIVE
COORDINATOR'S MANUAL*

NOVEMBER 17 – DECEMBER 19, 2003

FOODLINK





2003 STATE EMPLOYEE'S FOOD DRIVE

October 14, 2003

Dear Coordinator:

Thank you for your commitment to the 2003 State Employees' Food Drive. Through the efforts of State employees, the Food Drive was recognized as one of the largest in the Sacramento Metropolitan area in 2002.

The California Department of Food and Agriculture is the Statewide Coordinator for this year's State Employees' Food Drive. This year's slogan is "Giving is the Key in 2003". The official designated period of the drive is November 17 through December 19, 2003 for both food products and cash donations.

Our goal is to achieve an increase in contributions of 5% of the total weights contributed last year. We need the help of all State employees to accomplish this goal. We challenge each and every employee to participate. By achieving this goal, the increase of donations will directly benefit more families, seniors, and children than ever before.

If you have any questions or need additional information regarding this matter, please contact Melissa Jakobosky at (916) 651-9004 or by e-mail at mjakobosky@cdfa.ca.gov. Thank you for your time and effort!

Sincerely,

Karen Manor
2003 Statewide Coordinator

**2003 STATE EMPLOYEES' FOOD DRIVE
COORDINATOR'S MANUAL
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**STATE EMPLOYEES' FOOD DRIVE
2003 GOALS**

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>DOLLARS COLLECTED (2002)</u>	<u>DOLLARS CONVERTED TO LBS. OF FOOD (2002)</u>	<u>LBS. OF FOOD RECEIVED (2002)</u>	<u>TOTAL LBS. OF FOOD COLLECTED (2002)</u>	<u>2003 GOALS OF FOOD IN LBS.</u>
Agricultural Labor Relations Board	495.00	1,237.50	0.00	1,237.50	1299.38
Department of Alcohol and Drug Programs	2252.85	5,632.13	976.00	6,608.13	6938.53
Department of Alcoholic Beverage Control	1010.65	2,526.63	630.00	3,156.63	3314.46
California Arts Council	130.00	325.00	322.00	647.00	679.35
Board of Corrections	255.00	637.50	944.00	1,581.50	1660.58
Board of Prison Terms	675.00	1,687.50	708.00	2,395.50	2515.28
Department of Boating and Waterways	0.00	0.00	472.00	472.00	495.60
California Community Colleges	3907.00	9,767.50	374.00	10,141.50	10648.58
California Conservation Corps	1223.00	3,057.50	627.00	3,684.50	3868.73
California Department of Aging	1283.50	3,208.75	500.00	3,708.75	3894.19
California Department of Social Services	6824.00	17,060.00	2,500.00	19,560.00	20538.00
California Department of Education	4072.00	10,180.00	2,111.00	12,291.00	12905.55
California Department of Finance	4674.72	11,686.80	950.00	12,636.80	13268.64
California Environmental Protection Agency	2967.50	7,418.75	35,000.00	42,418.75	44539.69
California Highway Patrol	7111.18	17,777.95	10,166.50	27,944.45	29341.67
California Horse Racing Board	130.00	325.00	260.00	585.00	614.25
California Housing Finance Agency	245.00	612.50	90.00	702.50	737.63
California Postsecondary Education Commission	0.00	0.00	75.00	75.00	78.75
California State Lands Commission	3100.00	7,750.00	75.00	7,825.00	8216.25
California State Library	390.00	975.00	250.00	1,225.00	1286.25
California State Teachers' Retirement System	7182.29	17,955.73	2,626.00	20,581.73	21610.81
California Student Aid Commission	3603.86	9,009.65	2,275.00	11,284.65	11848.88
California Public Employees' Retirement System	6324.25	15,810.63	92,468.00	108,278.63	113692.56
Department of Child Support Services	853.00	2,132.50	645.00	2,777.50	2916.38
Department of Conservation	550.00	1,375.00	600.00	1,975.00	2073.75
Contractors State Licensing Board	0.00	0.00	1,664.20	1,664.20	1747.41
Court of Appeal Third Appellate District	1220.00	3,050.00	73.50	3,123.50	3279.68
California State University, Sacramento	1317.00	3,292.50	2,752.00	6,044.50	6346.73
Department of Community Services and Development	1164.15	2,910.38	40.00	2,950.38	3097.89
Department of Corporations	979.50	2,448.75	650.00	3,098.75	3253.69
California Department of Corrections	1000.00	2,500.00	8,728.22	11,228.22	11789.63
Department of Developmental Services	1206.00	3,015.00	853.00	3,868.00	4061.40
Department of Forestry and Fire Protection	3071.00	7,677.50	2,313.50	9,991.00	10490.55
Department of Health Services	26810.33	67,025.83	9,027.00	76,052.83	79855.47
Department of Motor Vehicles	16800.00	42,000.00	2,480.00	44,480.00	46704.00
Department of Personnel Administration	1286.00	3,215.00	150.00	3,365.00	3533.25
Department of Real Estate	675.00	1,687.50	450.00	2,137.50	2244.38
California Department of Transportation	1830.00	4,575.00	1,000.00	5,575.00	5853.75
Department of Water Resources	2446.05	6,115.13	27,575.00	33,690.13	35374.63
Emergency Medical Services Authority	160.00	400.00	250.00	650.00	682.50

Department of Fair Employment and Housing	375.00	937.50	72.00	1,009.50	1059.98
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STATE EMPLOYEES' FOOD DRIVE
2003 GOALS

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>DOLLARS COLLECTED (2002)</u>	<u>DOLLARS CONVERTED TO LBS. OF FOOD (2002)</u>	<u>LBS. OF FOOD RECEIVED (2002)</u>	<u>TOTAL LBS. OF FOOD COLLECTED (2002)</u>	<u>2003 GOALS OF FOOD IN LBS.</u>
Fair Political Practices Commission	470.00	1,175.00	369.00	1,544.00	1621.20
Department of Financial Institutions	245.00	612.50	825.50	1,438.00	1509.90
California Department of Food and Agriculture	895.00	2,237.50	11,124.00	13,361.50	14029.58
Franchise Tax Board	17537.50	43,843.75	16,434.50	60,278.25	63292.16
Department of General Services	1212.75	3,031.88	26,157.00	29,188.88	30648.32
Office of the Governor	15.00	37.50	439.00	476.50	500.33
Governor's Office Of Planning & Research	185.00	462.50	110.00	572.50	601.13
California Health and Human Services Agency	238.00	595.00	400.00	995.00	1044.75
California Health and Human Services Data Center	320.00	800.00	625.00	1,425.00	1496.25
Department of Housing and Community Development	395.00	987.50	1,250.00	2,237.50	2349.38
Department of Industrial Relations	0.00	0.00	100.00	100.00	105.00
Department of Justice	1580.35	3,950.88	725.00	4,675.88	4909.67
Office of Legislative Counsel	604.00	1,510.00	692.00	2,202.00	2312.10
Department of Managed Health Care	263.00	657.50	1,881.00	2,538.50	2665.43
California Managed Risk Medical Insurance Board	385.00	962.50	44.00	1,006.50	1056.83
Medical Board of California	300.00	750.00	50.00	800.00	840.00
Department of Mental Health	1045.20	2,613.00	550.00	3,163.00	3321.15
Native American Heritage Commission	20.00	50.00	7.00	57.00	59.85
California Office of Administrative Law	247.00	617.50	150.00	767.50	805.88
Office of Real Estate Appraisers	155.00	387.50	243.00	630.50	662.03
Office of Statewide Health Planning and Development	939.00	2,347.50	375.00	2,722.50	2858.63
California Office of Traffic Safety	20.00	50.00	80.00	130.00	136.50
Department of Parks and Recreation	4619.40	11,548.50	2,000.00	13,548.50	14225.93
Department of Rehabilitation	2175.31	5,438.28	880.00	6,318.28	6634.19
California Secretary of State	569.12	1,422.80	1,105.72	2,528.52	2654.95
California State Senate, Senate Rules Committee	1114.50	2,786.25	700.00	3,486.25	3660.56
State and Consumer Services Agency	20.00	50.00	5.00	55.00	57.75
State Board of Equalization	7841.36	19,603.40	27,796.00	47,399.40	49769.37
State Compensation Insurance Board	101.68	254.20	1,595.00	1,849.20	1941.66
California State Controller	4065.05	10,162.63	4,762.50	14,925.13	15671.38
Office of the State Treasurer	780.00	1,950.00	710.00	2,660.00	2793.00
Stephen P. Teal Data Center	1153.35	2,883.38	5,693.00	8,576.38	9005.19
California Department of Veterans Affairs	315.49	788.73	1,680.00	2,468.73	2592.16
Victim Compensation and Government Claims Board	1971.00	4,927.50	431.00	5,358.50	5626.43
California Youth and Adult Correctional Agency	310.00	775.00	0.00	775.00	813.75
Department of Youth Authority	250.00	625.00	1,572.00	2,197.00	2306.85
Youthful Offender Parole Board	0.00	0.00	25.00	25.00	26.25
Grand Totals	\$171,957.89	429,894.73	325,309.14	755,203.87	792,964.06

**2003
STATE EMPLOYEES' FOOD DRIVE**

GENERAL INFORMATION

WEB PAGE ADDRESS: <http://www.fooddrive.ca.gov>

If you would like to share information or post something on the web, please e-mail mjakabosky@cdfa.ca.gov.

The manual and general updates on the food drive will be on the web.

HOW DOES THE FOOD DRIVE WORK:

1. Agency/Department Executive Staff select an enthusiastic representative to coordinate their drive.
2. Coordinators are asked to download "The 2003 State Employees' Food Drive Coordinator's Manual" off the above website. In addition, flyers are available for posting.
3. Coordinators promote new and different ways of encouraging involvement to increase the amount of food and cash donated. Some ideas include:
 - ◆ Display decorated collection boxes around the various offices.
 - ◆ Hold a craft show where the booth rent goes toward the food drive.
 - ◆ Have a bake sale.
 - ◆ Place donation jars around so people can drop in their change.
 - ◆ Put on a silent auction with donated items.
 - ◆ Produce a talent show with the proceeds dedicated to the food drive.
 - ◆ Challenge another office or agency/department.
 - ◆ Have a book sale.
 - ◆ Have a car wash.
 - ◆ Have a rummage sale.
 - ◆ Have a white elephant sale.

Note: There are companies who are willing to donate goods/services, but in return want a tax write-off. Should any company request this, the Coordinator should contact California Emergency Foodlink directly for the appropriate form.

4. Monetary contributions are tax deductible. **MAKE CHECKS PAYABLE TO:
STATE EMPLOYEES' FOOD DRIVE.**
5. Certificates will be made available to the Coordinators for special presentations. Certificates should be requested via the Final Report. Plaques will be awarded to the agency with the highest "Total Contribution" and the highest "Total Per Employee"

donation.

6. "Total Contribution" amount is calculated as follows:
 - a. Cash Contributions = Dollar Contributed x 2.5 (pounds of food)
 - b. Food Contributions = Total Food Pounds Collected
 - c. Total Contributions = Cash Contributions + Food Contributions
 - d. "Total Per Employee" amount is calculated as follows: Total Contributions (Item 6c above) divided by Total Number of Employees.

FOOD DRIVE CONTACTS:

For more information, contact any one of the following

Statewide Coordinator:

Karen Manor (916) 654-1020

Team Members:

Melissa Jakobosky (916) 651-9004 mjakabosky@cdfa.ca.gov

California Emergency Foodlink:

Patti Wirz (916) 387-9000, ext. 108 patti@CAFoodLink.org

Agencies Located Outside Sacramento Area: Donations are still applied toward the State Employees' Food Drive. Contact the California Emergency Foodlink for information on food pickup, monetary donations, and distribution to agencies in your area.

FOOD DONATIONS:

California Emergency Foodlink has food bins/barrels available for your use. Please contact Foodlink directly to make arrangements.

1. The preferred donated food is non-perishable and highly nutritious. Foods that are recommended for donation include the following:

Canned Tuna	Peanut Butter	Canned Vegetables
Powdered Milk	Beans	Canned Meats
Macaroni & Cheese	Soup	Rice

2. Baby food, dry and/or canned, and baby formula is always in demand.
3. No open packages, open cans, open bottles, or home-canned foods are acceptable.

Any donations of fresh fruits, vegetables, frozen foods, and bulk foods/produce are welcome but prior to purchasing any perishable goods, please contact Patti Wirz with the California Emergency Foodlink. **Special arrangements are needed prior to the California Emergency Foodlink receiving any perishable goods.**

Foodlink Distribution:

All State Employees are encouraged to come to the California Emergency Foodlink to help sort all the food collected and give a helping hand during the holidays. Sort days and hours for this year will be:

When: 9:00 a.m. to 1:00 p.m. on: Friday, December 5, 2003
Friday, December 12, 2003
Friday, December 19, 2003

Where: Foodlink's Warehouse in Bay 12, located in the Depot Park of Florin Perkins Rd., south of Fruitridge Rd. (old Sac Army Depot)

Directions: From Highway 50, exit at Howe Ave./Power Inn Rd. and head south onto Power Inn Rd.
Take Power Inn Rd. south to Fruitridge Rd.
Turn left onto Fruitridge Rd.
Take Fruitridge Rd. to Florin Perkins Rd.
Turn right on Florin Perkins Rd.
The gate is to the right at the next light.

You do not need to call Foodlink before showing up to volunteer, but if you have any questions at all, please call Patti Wirz at (916) 387-9000 ext 108.

PROCEDURES FOR MONETARY DONATIONS

Important: Funds collected for the Food Drive cannot be used to offset employees/department expenses (for example: reimbursement for mileage/gas). All funds collected must be applied to the Food Drive.

1. All monetary donations are used to purchase food items, in bulk, which are then distributed to the food providers. Donations of both cash and checks are very important to this program. California Emergency Foodlink is able to maximize buying power through volume purchasing.
2. Receipts must be issued for monetary donations (cash/checks) of \$100.00 or more. All donations are tax deductible – an incentive for employees donating money! A copy of a receipt is attached for your convenience or you may use a receipt book.
3. **ALL CHECKS MUST BE MADE PAYABLE TO: STATE EMPLOYEES' FOOD DRIVE.**
4. Each Food Drive Coordinator will be responsible for all monetary donations. As donations are received; the **coordinator must convert all coins and small bills into larger denominations.** This can be done at any bank at any time.
5. The pickup drivers for The National Guard and the California Emergency Foodlink **will**

not pick up any checks or cash.

6. Food Drive Coordinators are to make deposits at any Washington Mutual Bank. The account number is: 879-803-0892. Deposit slips are available by contacting Patti Wirz at California Emergency Foodlink at (916) 387-9000 ext. #108 or email at patti@CAFoodLink.org. The words "For Deposit Only" and the account number are to be written or stamped on the back of each check. At the end of the drive, please forward a **copy** of the deposit slip with your agency's name to Melissa Jakobosky. **In order to ensure that your agency/department is credited with the cash contribution, it is critical that Melissa receives a copy of the deposit slip(s) along with your final reports. You may mail or fax the copy of the deposit slip to:**

Melissa Jakobosky, Administrative Services
California Department of Food and Agriculture
1220 N Street, A-276 Sacramento, CA 95814
FAX: (916) 651-9476

Do not mail cash/checks, as we will not be able to account for undelivered or misdirected mail.

Agencies Located Outside Sacramento Area: Contact California Emergency Foodlink for information on food pickup, monetary donations, and distribution to agencies in your area.

7. For additional information regarding monetary donations, please contact Melissa Jakobosky at (916) 651-9004 or e-mail at mjakabosky@cdfa.ca.gov.
8. Each agency/department's **Final Report and copies of their cash deposit slips/receipts are due to Melissa Jakobosky** at the address shown above no later than **January 9, 2004.**



Receipt for your donation to the **2003 State Employees' Food Drive** in the amount

of \$ _____ from _____
(Employee's Name)

Received by _____ (Food Drive Coordinator) _____ (Date)

Foodlink's IRS# 68-0275330



Receipt for your donation to the **2003 State Employees' Food Drive** in the amount

of \$ _____ from _____
(Employee's Name)

Received by _____ (Food Drive Coordinator) _____ (Date)

Foodlink's IRS# 68-0275330



Receipt for your donation to the **2003 State Employees' Food Drive** in the amount

of \$ _____ from _____
(Employee's Name)

Received by _____ (Food Drive Coordinator) _____ (Date)

PROCEDURES FOR FOOD PICKUP

The California Emergency Foodlink has food bins/barrels available for your use. Please contact them directly to make arrangements.

The California Emergency Foodlink will provide the pickup and transportation services for donated food items from the agencies/departments to the Foodlink. **A minimum of 48-hour advance notice is needed for pickup.** To schedule a pickup, use the enclosed form to fax your request to the California Emergency Foodlink. Foodlink will call the coordinator to confirm receipt of the request form and schedule a date/time for pickup. Agencies who choose to deliver food items themselves may do so Monday through Friday, 7 a.m. to 3:30 p.m., and Saturdays 9 a.m. to 1 p.m. It is recommended that you call Foodlink in advance especially for any deliveries after 3:30 pm or after 1 p.m. on Saturdays.

Agencies Located Outside Sacramento Area: Contact California Emergency Foodlink for information on food pickup, monetary donations, and distribution to agencies in your area.

All goods donated will be weighed and logged in upon arrival at the warehouse by the Food Pickup Coordinator.

Food Drive Coordinators are to maintain accurate records of food donated and cash contributions for verification of the final food drive results. We suggest that you keep a copy of the Food Pickup Forms for your records.

For ease in handling, collection boxes should be 2' x 1' x 1' or smaller. Printing Paper boxes, file boxes, and the like are recommended. Please keep the box of donated food in a secure area.

Establish a centralized ground level pickup point or coordinate pickups with other agencies. A centralized location is encouraged for large agencies with many office sites.

If a Coordinator expects a large bulk item to be donated, i.e., fresh produce, potatoes, etc., please contact the Foodlink to make special arrangements. Perishable items that need refrigeration should be stored properly in office refrigerators if possible. Donations of live animals are not encouraged.

The Food Drive pickup period is November 17 through December 19, 2003. Arrangements can also be made for pickups in January upon special request.

PLEASE PRINT CLEARLY

FOOD PICKUP FORM

-MINIMUM 48-HOUR ADVANCE NOTICE-

Date: _____

Complete Department Name:

Street Address: _____

Coordinator's Name: _____

Phone Number: _____

FAX Number: _____

Desired Pickup Date: _____

Number of Boxes: _____

Approximate Food Weight: _____

Special Instructions: _____

FAX to:
State Employees' Food Drive
Foodlink
(916) 387-7046

Foodlink will call Coordinator
to confirm receipt of FAX
and pickup date/time.



P.O. Box 292700
Sacramento, CA 95829 (located at 5800 Foodlink St. in Depot Park)

(916) 387-9000
(916) 381-7046

Fall 2003

Dear Food Drive Coordinator:

We are looking forward to an exciting 2003 State Employees Food Drive. The food drive this year will run from November 17, 2003 to December 19, 2003.

We expect another tremendous food drive this year thanks to your efforts. Last year we collected 325,309 pounds of food and \$171,958 for those in need in our community. Every pound and dollar collected stays in the greater Sacramento area. Each year is better than the year before and I am confident that this year will be no exception.

As I mentioned, every dollar collected and pound of food collected is used to feed the hungry. Nothing is used to cover administrative or other costs. The money raised allows us to purchase a nutritionally balanced variety of food that includes peanut butter, tuna, milk, beans, soups, cereals, fruits and vegetables. Because Foodlink is able to buy these items by the truckload directly from wholesalers, the price is significantly reduced, allowing us to get the most out of the dollars you raise.

The donations you collect are distributed through Foodlink's network of food closets, emergency shelters, soup kitchens and senior sites throughout the Sacramento area. We also support various community projects serving those in need at the holidays and throughout the year. Your donations make it possible for us to feed the thousands of hungry people who rely on our network to feed themselves and their families.

The donations collected during this food drive will help feed those in need during this holiday season and well into 2004. Our next food drive isn't until the Spring of 2004. The State Employees Food Drive gets us through until then and beyond. The generosity and compassion of state employees is remarkable and gives Foodlink the opportunity to better serve the needy of Sacramento.

The State Employees Food Drive is a wonderful way to end the year and give us a positive start to the next. I look forward to working with you as we all pull together to fight hunger. Please call me with any questions or concerns. I can be reached at (916) 387-9000, ext. 108.

Sincerely,

Patti Wirz
Foodlink

FOODLINK -
2003 Emergency Food Distribution

1. Alta Arden Senior Nutrition Site
2. Broadway Center Sr. Nutrition Site
3. Capitol City SDA Food Closet
4. Carmichael Pres. Church Food Closet
5. Capital Christian Center Food Closet
6. Center Pointe
7. Central Downtown Food Closet
8. Jesus People Food Ministry
9. Citrus Heights United Methodist Food Closet
10. Colonial Heights Senior Nutrition Site
11. Consumer Self Help Center
12. Cordova Community Food Closet
13. Cordova Nazarene Sr. Nutrition Site
14. Delta Cove Sr. Nutrition Site
15. Delta Food Bank
16. Department of Human Assistance
17. El Camino Baptist Food Closet
18. Elk Grove Food Closet
19. Elk Grove Sr. Center
20. Elk Grove United Cong. Sr. Nutrition Site
21. Elverta Sr. Nutrition Site
22. Filipino American Christian Fellowship Food Closet
23. Franklin Villa Resource Center
24. Freedom House
25. Galt Community Concilio
26. Galt Comm. Center Sr. Meal Program
27. Genesis MBC Food Closet
28. Hagginwood Sr. Center
29. Hillsdale Baptist Food Closet
30. Loaves & Fishes
31. Mather Dinning Hall
32. Moments of Blessing Food Closet
33. Mt. Calvary Baptist Food Closet
34. New Covenant Church of the Nazarene Food Closet
35. N. Highlands Food Ministry
36. N., Sacramento 1st Baptist Sr. Nutrition Site
37. Now Faith Church Food Closet
38. Now Faith Senior Nutrition Site
39. Orangevale SDA Food Closet
40. Our Lady of Assumption Food Closet
41. Parkway Church of Christ Food Closet
42. Prince of Peace Food Closet
43. Powerhouse Ministries
44. Quinn Cottages

(con't) 2003 Emergency Food Distribution

45. Radiant Life Food Closet
46. Rio Vista Senior Meal Site
47. River City Community Services
48. River of Life Food Closet
49. Sacramento Food Bank Services, Oak Park Food Locker
50. Sacramento Food Bank Services, Del Paso Food Locker
51. Sacramento Area Emergency Housing
52. Sacramento Valley Teen Challenge
53. Sierra Arden Food Closet
54. South Sacramento Interfaith Partnership Food Closet
55. South Point Christian Food Closet
56. St. John's Food Closet
57. St. Matthew's Food Closet
58. St. Vincent De Paul, Roseville, Food Closet
59. Stanford Settlement
60. Sunrise Christian Food Closet
61. TLC Soup Kitchen
62. Travelers Aid
63. Visions Unlimited Food Closet
64. Volunteers of America - 5 sites
65. Wm. Land Villa Sr. Nutrition Site
66. Wind Youth Center
67. Women's Civic Improvement Club
68. Anitoch Progressive Baptist Church Food Closet
69. Greater Grace Food Closet
70. Green Fair Towers Senior Nutrition Site
71. New Life Project Food Closet
72. Northminster Presbyterian Senior Nutrition Site
73. Paradise Manor Senior Nutrition Site
74. South Sacramento Christian Church Food Closet
75. Sky Parkway Senior Nutrition Site
76. Sutter View Senior Nutrition Site
77. Senior Nutrition Services, Downtown Site
78. Rusch Park Senior Nutrition Site
79. Orangevale Senior Nutrition Site
80. Zion Temple Food Closet
81. Viet Nam Veterans of California, residence program
82. Rio Linda Senior Nutrition Site

FINAL REPORT
2003 State Employees' Food Drive
CDFA ID # 68-0325104

Department Name: _____

Department Coordinator: _____

Address: _____

Phone Number: _____ FAX Number: _____

1. Total number of employees in agency/department (this information will be used for the "per employee" tally). _____

Estimated pounds: _____ Dollars: \$ _____

2. Number of Certificates of Appreciation for the Dept. Food Drive Coordinator _____

Names (please type or print clearly):

Your comments/suggestions are appreciated for improvement of the process:

Please return the Final Report **by January 9, 2004** via FAX (916) 651-9476 or mail to:

Melissa Jakobosky, Administrative Services
California Department of Food and Agriculture
1220 N Street, #A-276
Sacramento, CA 95814

Questions? Call Melissa Jakobosky (916) 651-9004

SUMMARY OF THE 2002 STATE EMPLOYEES' FOOD DRIVE

The 2002 State Employees' Food Drive had 78 State agencies and departments participating from the greater Sacramento metropolitan area. The total of food donated was 325,309 pounds and the total cash donated was \$171,958 (cash converted to 429,895 pounds) a total of 755,204 pounds of food for 2002! (final report on the next page.)

All the food collected during the 2002 State Employees' Food Drive were distributed by the California Emergency Foodlink to 67 local agencies over a period of several months. The donated money and food fed those in need during the holiday season as well as in 2003.

The money was used to purchase nutritionally balanced variety of food such as, peanut butter, tuna, milk, beans, soups, cereals, fruits and vegetables which California Emergency Foodlink purchases directly from the wholesalers.

**STATE EMPLOYEES' FOOD DRIVE
2002 FINAL REPORT**

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>DOLLARS COLLECTED</u>	<u>DOLLARS CONVERTED TO POUNDS</u>	<u>POUNDS OF FOOD RECEIVED</u>	<u>TOTAL POUNDS COLLECTED</u>
Agricultural Labor Relations Board	495.00	1,237.50	0.00	1,237.50
Department of Alcohol and Drug Programs	2252.85	5,632.13	976.00	6,608.13
Department of Alcoholic Beverage Control	1010.65	2,526.63	630.00	3,156.63
California Arts Council	130.00	325.00	322.00	647.00
Board of Corrections	255.00	637.50	944.00	1,581.50
Board of Prison Terms	675.00	1,687.50	708.00	2,395.50
Department of Boating and Waterways	0.00	0.00	472.00	472.00
California Community Colleges	3907.00	9,767.50	374.00	10,141.50
California Conservation Corps	1223.00	3,057.50	627.00	3,684.50
California Department of Aging	1283.50	3,208.75	500.00	3,708.75
California Department of Social Services	6824.00	17,060.00	2,500.00	19,560.00
California Department of Education	4072.00	10,180.00	2,111.00	12,291.00
California Department of Finance	4674.72	11,686.80	950.00	12,636.80
California Environmental Protection Agency	2967.50	7,418.75	35,000.00	42,418.75
California Highway Patrol	7111.18	17,777.95	10,166.50	27,944.45
California Horse Racing Board	130.00	325.00	260.00	585.00
California Housing Finance Agency	245.00	612.50	90.00	702.50
California Postsecondary Education Commission	0.00	0.00	75.00	75.00
California State Lands Commission	3100.00	7,750.00	75.00	7,825.00
California State Library	390.00	975.00	250.00	1,225.00
California State Teachers' Retirement System	7182.29	17,955.73	2,626.00	20,581.73
California Student Aid Commission	3603.86	9,009.65	2,275.00	11,284.65
California Public Employees' Retirement System	6324.25	15,810.63	92,468.00	108,278.63
Department of Child Support Services	853.00	2,132.50	645.00	2,777.50
Department of Conservation	550.00	1,375.00	600.00	1,975.00
Contractors State Licensing Board	0.00	0.00	1,664.20	1,664.20
Court of Appeal Third Appellate District	1220.00	3,050.00	73.50	3,123.50
California State University, Sacramento	1317.00	3,292.50	2,752.00	6,044.50
Department of Community Services and Development	1164.15	2,910.38	40.00	2,950.38
Department of Corporations	979.50	2,448.75	650.00	3,098.75
California Department of Corrections	1000.00	2,500.00	8,728.22	11,228.22
Department of Developmental Services	1206.00	3,015.00	853.00	3,868.00
Department of Forestry and Fire Protection	3071.00	7,677.50	2,313.50	9,991.00
Department of Health Services	26810.33	67,025.83	9,027.00	76,052.83
Department of Motor Vehicles	16800.00	42,000.00	2,480.00	44,480.00
Department of Personnel Administration	1286.00	3,215.00	150.00	3,365.00
Department of Real Estate	675.00	1,687.50	450.00	2,137.50
California Department of Transportation	1830.00	4,575.00	1,000.00	5,575.00
Department of Water Resources	2446.05	6,115.13	27,575.00	33,690.13

**STATE EMPLOYEES' FOOD DRIVE
2002 FINAL REPORT**

<u>AGENCY/DEPT/BOARD/COMMISSION</u>	<u>DOLLARS COLLECTED</u>	<u>DOLLARS CONVERTED TO POUNDS</u>	<u>POUNDS OF FOOD RECEIVED</u>	<u>TOTAL POUNDS COLLECTED</u>
Emergency Medical Services Authority	160.00	400.00	250.00	650.00
Department of Fair Employment and Housing	375.00	937.50	72.00	1,009.50
Fair Political Practices Commission	470.00	1,175.00	369.00	1,544.00
Department of Financial Institutions	245.00	612.50	825.50	1,438.00
California Department of Food and Agriculture	895.00	2,237.50	11,124.00	13,361.50
Franchise Tax Board	17537.50	43,843.75	16,434.50	60,278.25
Department of General Services	1212.75	3,031.88	26,157.00	29,188.88
Office of the Governor	15.00	37.50	439.00	476.50
Governor's Office Of Planning & Research	185.00	462.50	110.00	572.50
California Health and Human Services Agency	238.00	595.00	400.00	995.00
California Health and Human Services Data Center	320.00	800.00	625.00	1,425.00
Department of Housing and Community Development	395.00	987.50	1,250.00	2,237.50
Department of Industrial Relations	0.00	0.00	100.00	100.00
Department of Justice	1580.35	3,950.88	725.00	4,675.88
Office of Legislative Counsel	604.00	1,510.00	692.00	2,202.00
Department of Managed Health Care	263.00	657.50	1,881.00	2,538.50
California Managed Risk Medical Insurance Board	385.00	962.50	44.00	1,006.50
Medical Board of California	300.00	750.00	50.00	800.00
Department of Mental Health	1045.20	2,613.00	550.00	3,163.00
Native American Heritage Commission	20.00	50.00	7.00	57.00
California Office of Administrative Law	247.00	617.50	150.00	767.50
Office of Real Estate Appraisers	155.00	387.50	243.00	630.50
Office of Statewide Health Planning and Development	939.00	2,347.50	375.00	2,722.50
California Office of Traffic Safety	20.00	50.00	80.00	130.00
Department of Parks and Recreation	4619.40	11,548.50	2,000.00	13,548.50
Department of Rehabilitation	2175.31	5,438.28	880.00	6,318.28
California Secretary of State	569.12	1,422.80	1,105.72	2,528.52
California State Senate, Senate Rules Committee	1114.50	2,786.25	700.00	3,486.25
State and Consumer Services Agency	20.00	50.00	5.00	55.00
State Board of Equalization	7841.36	19,603.40	27,796.00	47,399.40
State Compensation Insurance Board	101.68	254.20	1,595.00	1,849.20
California State Controller	4065.05	10,162.63	4,762.50	14,925.13
Office of the State Treasurer	780.00	1,950.00	710.00	2,660.00
Stephen P. Teal Data Center	1153.35	2,883.38	5,693.00	8,576.38
California Department of Veterans Affairs	315.49	788.73	1,680.00	2,468.73
Victim Compensation and Government Claims Board	1971.00	4,927.50	431.00	5,358.50
California Youth and Adult Correctional Agency	310.00	775.00	0.00	775.00
Department of Youth Authority	250.00	625.00	1,572.00	2,197.00
Youthful Offender Parole Board	0.00	0.00	25.00	25.00
Grand Totals	\$ 171,957.89	*429,894.73	325,309.14	755,203.87

*** Note: For every dollar donated, it values at 2 ½ pounds of food.**